

“**Landlord**” in this application has the same meaning as in the *Licensing By-law, 120-2005*; and includes property landlords.

Please submit the following required supporting documents with the application.

Supporting Documents Required

- Proof of insurance** that includes:
 - A limit of liability of not less than \$2,000,000 (two million dollars) per occurrence for property damage and bodily injury.
 - Identifies the proposed use as residential rental.
- Floor plan of the Rental House** including the dimensions of each room & the proposed use.
- Electrical Safety Inspection Report completed by a licensed electrician of your choice.** A new inspection is required every 5 years or if any electrical work or renovations have been done since the time of your last licence application.

If your home is a brand new build, you may contact the Electrical Safety Authority at 1-877-372-7233 to request a copy of the new residence inspection completed by the builder.

Additional Documents That May Be Required

- Landlord’s authorization form (if agent is acting on behalf of the landlord) (Attached)
- Copy of the landlord’s articles of incorporation; and corporation profile issued by the Ontario Ministry of Consumer & Business Relations (if Property Landlord is a Corporation)

Only complete applications will be accepted. If an application is incomplete, a new \$75 application submission fee will be required upon re-submission.

Once your application has been submitted and accepted, inspections will be booked. (Included in the Licensing fee). Failure for a landlord or agent to attend a scheduled inspection will result in an additional \$75.00 inspection fee.



Residential Rental Housing Licence Renewal Application

1st time applicant Renewal (Expiry date of current licence _____)

Rental Property and Landlord Information	
Municipal Address of Rental Property	
No. of Bedrooms Applied for	No. of Occupants in House
If the landlord is a Corporation or Partnership, include Name, Address, & Telephone numbers of all Officers, Directors, Shareholders & Partners in the Landlord Information below.	
Corporation or Partnership Name:	

Landlord 1 information	
Name of Landlord (first and last)	
Permanent Address	Primary Phone Number
City	Secondary Phone Number
Province	
Postal Code	Email Address

Note: Landlord 1 will be the City's main contact if no Agent is assigned.

Landlord 2 information	
Name of Landlord (first and last)	
Permanent Address	Primary Phone Number
City	Secondary Phone Number
Province	
Postal Code	Email Address

Note: For additional Landlord Names, please include information on a separate sheet.

Personal information contained on this form is collected under the authority of Section 11 of the Municipal Act, 2001 and will be used for administering the Municipal Law Enforcement and Licensing process. Questions concerning collection of personal information should be directed to the City of Oshawa's Information, Access and Privacy Officer at 50 Centre Street South, Oshawa, Ontario, L1H 3Z7 or 905-436-3311.

Local Contact information

- Person who is available to attend to the rental unit at all times within a period of no greater than one (1) hour from the time of contact by telephone or e-mail.

Name of Local Contact (first and last)

Local Contact's Permanent Address

Primary Phone Number

City

Secondary Phone Number

Province

Postal Code

Email Address

Licensing Questionnaire

1. Do you have a lease? Yes or No
2. Is the lease issued on a per room basis or one lease for all occupants?
3. Are there areas of the dwelling to which only the landlord has access? Yes or No
If yes, Specify access rights:

Signature of Landlord 1

Date

For Office Use Only

Application Accepted By:

Application Fee:

\$75.00

Renewal

Application No.:

Licence Fee:

\$360 60 days prior to expiry

\$500 not 60 days prior to expiry

\$500 first time applicant

Application Submission:

accepted refused

Application Date:

Initial Inspection Date:

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Residential Rental Housing Licence Supporting Documents

R.R.H.L. Declaration (Page 1 of 2)

Declaration in Support of Residential Rental Housing Licence Application for the premises municipally known as _____, Oshawa, Ontario.
<rental property address>

I DECLARE that:

1. I have obtained independent legal advice or, alternatively, have determined to not seek independent legal advice despite having had a reasonable opportunity to do so, with respect to the nature and effect of executing this Agreement. I/we understand that operation of a rental property requires compliance with a number of legal obligations, including:

City bylaws such as:

- the Zoning By-law 60-94 ("Zoning By-law"),
- the Property Standards By-law,
- the Lot Maintenance By-law,
- the Boulevard By-law,
- the Waste By-law,
- the Snow and Ice By-law,
- the Carbon Monoxide By-law, and

Provincial acts and regulations such as:

- the Fire Protection and Prevention Act, 1997,
- the Fire Code,
- the Building Code Act, 1992
- the Electrical Safety Code, O.Reg.164/99,
- the Health Protection and Promotion Act (Ontario)

all as may from time to time be amended (collectively, "Applicable Law")

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R.R.H.L. Declaration (Page 2 of 2)

2. The Rental Unit complies in all respects with all Applicable Law. Without limitation:
- a) The number of bedrooms to be used in the Rental Unit will not exceed the number approved.
 - b) The Rental Unit is not and will not be used as a “Lodging House” contrary to the Zoning By-law.
 - c) The Rental Unit has and will at all times have working smoke alarms and carbon monoxide detectors.
 - d) No electrical repairs or new electrical installations have been completed within or outside the Rental Unit and on the Rental Property without the benefit of an approved Electrical permit and without being inspected by an authorized representative of the Electrical Safety Authority.
 - e) No construction which requires a Building Permit has taken place on the Rental Property without the benefit of an approved Building Permit and without being inspected by an authorized representative of the City of Oshawa’s Building Services Branch.
3. The owners of the rental property do not have any outstanding/unpaid Administrative Monetary Penalties or Fines owing to the City of Oshawa.
4. I acknowledge that it is a requirement to notify Licensing and Standards, in writing no fewer than fifteen (15) days of any intended cancellation of insurance.
5. I acknowledge that each failure to comply with Applicable Law can result in legal sanctions including, without limitation, the imposition of demerit points pursuant to the Licensing By-law, suspension or revocation of a licence respecting the Rental Unit, the imposition of administrative penalties, prosecution proceedings under Part III of the Provincial Offences Act or applications for injunctive and other relief in the Superior Court of Justice.
6. If the applicant is a corporation or a partnership, I have the authority to bind the corporation or the partnership, as the case may be.

I declare that the information in this declaration is accurate, true and complete.

Name (print) _____ **Date:** _____

Signature of Landlord 1 _____

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Landlord's Authorization Form

Required only if authorizing an agent to act on behalf of the landlord(s) with respect to this application.

Municipal Address of Rental Property:

The undersigned, being the landlord(s) of the above referenced property, authorizes:

Agent Name	Telephone Number	E-mail Address
Address	City, Province	Postal Code

- To prepare and submit a Residential Rental Housing Licence application
- To make decisions regarding the application or inspection requirements.
- Co-ordinate inspections.

Each Landlord must complete above information. If additional space is required, please copy this authorization form.

Name of Landlord (first and last)	Telephone Number	E-mail Address
Permanent Address	City, Province	Postal Code
Date	Signature	
Name of Landlord (first and last)	Telephone Number	E-mail Address
Permanent Address	City, Province	Postal Code
Date	Signature	

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Electrical System Inspection Form

Inspection Address: _____, Oshawa

A separate form must be completed for each property.

Electrical Contractor Information

Electrical Contractor's Name: _____

Phone Number: _____

Email Address: _____

ECRA Licence Number: _____

Master Electrician's Name: _____

Electrician's Name: _____

Electrician's OCOT Number: _____

Declaration

I hereby certify that the dwelling/building located at _____
has been inspected for compliance with the Ontario Electrical Safety Code and that no visible fire or
shock hazards with the electrical system were identified on this date.

Electrician's signature: _____ Date: _____

Notes

- 1. Electrical system defects/deficiencies must be repaired before this form is completed.
All electrical installation, repair and replacement work in Ontario must be carried out in
accordance with the Ontario Electrical Safety Code.**
- 2. A permit from the Electrical Safety Authority may be required.**

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Oshawa's Freedom of Information and Privacy Coordinator at 50 Centre Street South, Oshawa,
Ontario, L1H 3Z7 or 905-436-3311.